


<b>MARICOPA COUNTY</b>  HUMAN SERVICES DEPARTMENT Workforce Development Division	<b>SECTION/REFERENCE</b>	<b>PAGE 1 OF 2</b>
	<b>ORIGINAL ISSUE DATE</b> October 2006	<b>REVISION DATE</b> June 2013
	<b>AUTHORIZED BY:</b> Patricia Wallace, Assistant Director	
<b>SUBJECT:</b> Dress Code Standards		<b>ADDENDA:</b>

**Purpose:**

The purpose of this policy is to establish a professional business dress code in order to model professionalism for customers and reinforce the organization's professional image to them. Staff can provide quality customer service but still "lose" the customer by not attending to presentation details.

**Responsibility of:**

All WDD managers, supervisor(s), partner staff and all staff to ensure compliance.

**General Policy:**

Work clothes represent one's attitude toward the workplace and reflect the culture of the work environment. Clothing worn by Career Center staff also illustrates and reinforces the appropriate attire that clients should emulate.

Clothing should always portray a professional image. Business attire is the standard. This consists of collared shirts and dress slacks for men and skirts or dress slacks for women. All apparel must be clean and ironed. Supervisors are responsible for the compliance of their staff.

**The following list is considered inappropriate attire:**

- Undershirts when worn as the primary garment
- T-shirts and shirts that display business logos, screen-print images, tie-dyed designs or written language
- Athletic apparel including sweat suits, sweatshirts, velour warm-ups, spandex, jackets, jerseys, t-shirts, tank tops, and apparel with team logos
- Denim jeans regardless of color, and denim apparel regardless of color.
- Clothing that is frayed, ripped, torn, holed, excessively worn or in poor repair.
- Athletic shoes, flip flops, beach-type shoes, slippers, house shoes, canvas tennis shoes, and in some positions open-toed shoes or shoes that can be considered a safety hazard.
- Camouflage designed clothing.
- Excessive use of, and non-use of grooming products
- Excessive use of perfume and cologne
- Clothing with words, pictures or messages (small logos are ok)
- Hats (baseball caps, casual hats)
- Conspicuous body piercing or offensive/inappropriate tattoos
- Ill-fitting clothing – too tight, too short or oversized
- Clothing that inappropriately exposes the thigh or chest areas
- Tank tops or spaghetti strap shirts worn without jacket or sleeved blouse

- Shorts
- Revealing use of, and non-use of undergarments
- Midriff shirts or tops that result in inappropriate exposure
- Sheer clothing that exposes undergarments
- Excessive jewelry and/or makeup

**Friday dress down day:** It is reasonable to allow staff to dress down on Fridays when customer flow is lower and it is beneficial for staff to be able to work in more relaxed attire. Wearing MWC logo polo and dress shirts is encouraged on Fridays or special events; however, it is not mandatory to wear them. On Friday dress down day, the above inappropriate attire list is still in effect with the following exceptions when in good repair, clean, and ironed:

- Jeans, twill or khaki pants
- Button up or collared shirts (no T-shirts)
- Professional style shoes (no flip flops)
- Denim dresses or skirts of appropriate length

**Exemption:** Should an external meeting be scheduled on a Friday (individuals attending a meeting on-site including individuals from outside our agency or staff attending a meeting at another agency off-site, or any meeting held at Administration -- unless casual dress is specifically addressed) staff in attendance must adhere to the professional standard dress.

Staff presenting to personnel outside of our own agency will portray high professional standards of dress at all times. Shirts and ties are required for men, a corresponding standard for women. Supervisors will clarify ambiguous situations and establish accommodations on individual basis where appropriate.

**Special Events:** Examples are Job Fairs, Open Houses, Media Events, Visiting Dignitaries, and will be determined by supervisors. MWC logo polo shirts and MWC dress shirts are strongly encouraged at these events.